



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# ADMINISTRATIVE SERVICES MANAGER PUBLIC WORKS

*This Position is Full Time with Benefits*

**Vacancy Number**  
16-1029

**Hiring Range**  
\$45,795 – \$51,748

**Opening Date**  
February 12, 2016

**Closing Date**  
Open Until Filled

**Submit your completed  
County of Moore  
Application To:**

Moore County  
Human Resources  
P.O. Box 905  
Carthage, NC 28327

Phone: (910) 947-6362

Fax: (910) 947-2792

[www.moorecountync.gov](http://www.moorecountync.gov)

**Resumes are optional.  
Incomplete, unsigned, or any  
application other than a  
County of Moore application  
will not be forwarded to the  
hiring authority.**

**Applications received after  
the closeout date/time  
indicated will not be eligible  
for consideration.**

**Moore County Human  
Resources Office is not  
responsible for failure to  
receive faxed applications.**

**Please take a moment to  
ensure your transmission  
was received.**

### ESSENTIAL JOB DUTIES

This position supervises, directs and evaluates all work of the customer service and field services sections promoting a culture of excellent customer service. Prepares, reviews and updates department policies and procedures under the general director of the Public Works Director. Projects division's revenues and expenditures during budget formulation. Monitors and implements divisions adopted budget. Acts as primary contact with billing software vendor, bill pay services and other County Departments that share services duties. Obtains accurate meter readings and other information from the field to produce accurate and timely records for the Billing Department. Coordinates with processing the disconnections for water services that are associated with delinquent accounts. Assists field services supervisor with cross connection control program. Coordinates administrative activities with, and provides assistance to other divisions within the department as needed. Perform other related tasks as required.

### KNOWLEDGE AND SKILL REQUIREMENTS

- Thorough knowledge of organizational and management practices as applied to the development of water/sewer utility programs, policies and procedures;
- Thorough knowledge of policies, procedures, goals and objectives of the department
- Thorough knowledge of pertinent federal, state, and local laws, codes and regulations related to water/sewer utility; ability to conduct detailed analytical evaluations and studies
- Ability to prepare related reports and recommendations;
- Ability to communicate effectively, both orally or in writing;
- Ability to maintain positive and effective working relationships with governmental officials, supervisors, associates and the general public.

### EDUCATION AND EXPERIENCE REQUIREMENTS

- High School diploma or GED and seven (7) years of experience in water/sewer utility operations which includes experience in customer service and developing and implementing policies and procedures and five (5) years supervisory experience;
- **OR**, an Associate's degree with coursework in business or related field and five (5) years of experience in water/sewer utility operations which includes experience in customer service and developing and implementing policies and procedures and three (3) years supervisory experience;
- **OR**, a Bachelor's degree with coursework in business or related field and three (3) years of experience in water/sewer utility operations which includes experience in customer service and developing and implementing policies and procedures and one (1) year supervisory experience.

### LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina Driver's License.

### PHYSICAL REQUIREMENTS

This is sedentary work requiring lifting of under 10 pounds occasionally and a negligible amount of force to move objects; work regularly requires sitting and occasional standing and walking; work requires stooping, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions and occasional exposure to outside weather conditions. Work is in a moderately noisy location (e.g. business office, customer/client visits).

### BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts.
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k).
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees.

***The County of Moore is a drug-free workplace and  
Equal Opportunity employer***

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

***All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.***

***Moore County is an E-Verify Participant***